

25 October 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Chinese Language Courses at Headquarters

Three new Chinese reading classes began at Headquarters on 18 October with an enrollment of 19 students. Fourteen more will begin speaking classes on 6 November. This will bring the Language School's total enrollment up to 374 students, 99 more than last year at this time.

b. Interagency Language Roundtable

The Language School hosted the 20 October meeting of the Interagency Language Roundtable. Representatives from State, USIA, AID, DLI, NSA, and the Center for Applied Linguistics attended. The main purpose of the meeting was to assign individuals to the five subcommittees formed in September to examine language testing, information on non-government language training facilities, research, materials development, and management of language training. The Language School has one representative on each of the five subcommittees.

The next meeting of the Roundtable will be held at FSI on
17 November.

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d. One-Day Program for [REDACTED] Officers

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The 18 October program on "U. S. Business and the International
Economy," which OTR helped [REDACTED] plan and present for [REDACTED] officers
and invited Agency guests, was well received. The objectives of the pro-
gram were to educate the [REDACTED] office chiefs in the larger picture con-

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the four individual presentations, held in Room 1A07 at Headquarters,

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averaged 68. Particularly noteworthy as speakers were Dr. Lawrence Krause of the Brookings Institution [REDACTED]

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[REDACTED] OTR's participation in the planning and organization of this program should have a future payoff because of the insights gained into course content and possible speakers for a number of OTR courses and interests.

e. Communications Writing Course

Four runnings of a special one-week writing course for the Office of Communications have been scheduled. [REDACTED] recently retired from Commo, will conduct the course at the [REDACTED]

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[REDACTED]. The first course will run 27 November - 1 December 1972.

f. Records Management

Mr. Everett Alldredge, Records Management Consultant will give a briefing on Records Management at the DDI Senior Staff Meeting on 7 November. He will stress the need for Agency offices to train their personnel via the Records Management Seminars offered by OTR. A similar briefing for the D/DS&T Senior Staff is contemplated next with a briefing for the CS to follow.

2. Notes

The editing and final compilation of the new OTR Catalogue of Courses is nearly finished. The completed package should be delivered to Printing Services Division by 27 October. With a three-week turnaround time, we

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are aiming at 17 November as the target date for publication.... Enrollment for the 30 October Foreign Affairs Executive Seminar remains at seven (five DDI and two DDS).... Five CTs from the July 1972 class will be enrolled in the 4-8 December running of the Support Services Review: Trends and Highlights to assess the advisability of giving this training to CTs.... Roof repairs to the warehouse and warehouse annex at the

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██████████ are 99 percent complete. Final inspection was made on 13 October. The contractor agreed to correct the few minor discrepancies that remain.... Three officers from the Office of Communications tested communications gear at various locations ██████████

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██████████ during the week of 16 October.... Other activities ██████████ so far this month include: an OSR conference, 12-13 October, with 28 participants; an IAS management conference, 12-14 October, with twelve attendees; a Managerial Grid course, 15-21 October; and a Special Clandestine Orientation for 14 D/DS&T personnel during the week of 16 October.

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3. Briefings

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On 11 October, ██████████ gave an unclassified briefing on CIA at the luncheon meeting of the Harvard Business School alumni held in a private room on the George Washington University campus.

At Headquarters, on 13 October, ██████████ briefed 36 college students from 20 U.S. universities who were attending American University's


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"Washington Semester: Foreign Policy Seminar." One student pursued the question of CIA's involvement in drug trafficking quoting from the McCoy book. It wasn't difficult to show that unsubstantiated allegations do not constitute evidence. The group was also taken on a tour of the Cuban Missile Crisis exhibit.

Briefings on the Agency were also given to groups at AID and NSA on 18 October and to a group of NSA civilians spending the day at Headquarters as guests of the Central Reference Service.

4. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 29 October.


HUGH T. CUNNINGHAM
Director of Training

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